Michigan Commission on Law Enforcement Standards
2005/2006 On-line Job Task Analysis
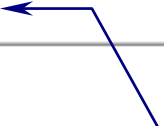
Logging into the Job Task Analysis
The login screen to access the Job-Task Analysis (JTA) has two parts: the officer's or supervisor's individual MCOLES number, and a number assigned to the law enforcement agency. The agency coordinator will need to make the agency number available to those who will be completing the JTA. This combination of individual and agency MCOLES numbers is only used for login access and agency response rates. They will not be used to identify individuals completing the JTA.

MCOLES Number:	
Agency Number:	

*NOTE: Obtain your agency number from your coordinator.
Do NOT enter your agency ORI.

Demographic Information
The first part of the JTA has demographic questions that will be used for analysis based on how groups respond. These questions also will not be used to identify individuals.

1. Check all the box(es) that describe your primary responsibility (ies) in the last six months:	☐ Patrol ☐ Criminal Investigation ☐ Traffic Enforcement ☐ Community Relations ☐ Warrant Service & Property Control ☐ Civil Processes ☐ Dispatching ☐ Identification ☐ Bailiff/Court Officer ☐ Vice Investigation ☐ Narcotics Investigation ☐ Other (specify):
2. Total months of experience as a licensed law Enforcement Officer (Multiply the number of years by 12):	☐ months
3. Percent of time you spend working by yourself on patrol:	☐ %
4. Your present age:	☐ years
5. Your gender:	- select your gender -

- select your gender -
Male
Female

Questions with set selection options will use drop-down boxed indicated with arrows to the right of the field.

The next three parts of the JTA will only appear on the officers' JTA.

Calls for Service

For the second part, the officers are asked how often they respond to various calls for service, from never to daily.

	Have never done this	A few times per year (or less frequent)	A few times per month	A few times per week	Daily
1. Abandoned vehicle	○	○	◉	○	○
2. Activated alarm (e.g., burglary, panic, medical-alert, etc.)	○	○	○	◉	○
3. Active shooter	◉	○	○	○	○
4. Aircraft accident	◉	○	○	○	○
5. Amber alert	○	◉	○	○	○
6. Ambulance run	○	○	○	○	○
7. Animal control violation (loose animals, barking dogs)	○	○	○	○	○
8. Anthrax (including false reports)	○	○	○	○	○
9. Arson	○	○	○	○	○
10. Assault (felony)	○	○	○	○	○
11. Assault (misdemeanor)	○	○	○	○	○
12. Assist other agency	○	○	○	○	○
13. Auto theft (including OnStar and Lojak, assisted incidents)	○	○	○	○	○

Equipment

The third part of the officers' JTA is a list of equipment that the officer uses.

	Click on the Circles Next to **All** That Apply
○	1. All terrain vehicle
○	2. Ambulance
◉	3. Animal control equipment (noose, gloves, net)
◉	4. Anti-bacterial wash
○	5. Automatic External Defibrillator (AED)
◉	6. Automobile
○	7. Axe
○	8. Base station police radio
◉	9. Baton (night stick, PR-24)

Reference Materials

For the next part, officers are shown a list of reference materials. The officers are asked to rate each in both how often they use the material and how important each reference is.

FREQUENCY	IMPORTANCE
1 = Do not refer to this information source **2** = Refer to this source a few times per year (or less frequently) **3** = Refer to this source a few times per month **4** = Refer to this source a few times per week **5** = Refer to this source daily	**1** = Minimally important **2** = Not very important **3** = Important **4** = Very important **5** = Extremely important

FREQUENCY					Reference Materials	IMPORTANCE				
1	2	3	4	5		1	2	3	4	5
○	○	○	○	○	1. Attorney General opinions	○	○	○	○	○
○	○	○	○	○	2. Briefing sheets	○	○	○	○	○
○	○	○	○	○	3. Computer bulletin boards (e.g., Internet, Prodigy, etc.)	○	○	○	○	○
○	○	○	○	○	4. Court decisions	○	○	○	○	○
○	○	○	○	○	5. Criminal Law and Procedure Texts	○	○	○	○	○
○	○	○	○	○	6. Distance learning (e-learning)	○	○	○	○	○
○	○	○	○	○	7. Department manuals (e.g., policies, procedures, rules and regulations)	○	○	○	○	○
○	○	○	○	○	8. 800-number directory	○	○	○	○	○
○	○	○	○	○	9. Federal statutes	○	○	○	○	○
○	○	○	○	○	10. Field guides (e.g., NATB book, Physicians Desk Reference, etc.)	○	○	○	○	○

Task Lists
The final part of the JTA is a list of specific tasks an officer may perform.
As with the list of calls for service, officers are asked to indicate how often they perform these tasks, from never to daily.

	Have never done this	A few times per year (or less frequent)	A few times per month	A few times per week	Daily
1. Answer inquiries regarding the progress of a case	○	○	○	○	○
2. Determine whether incidents are criminal or civil matters	○	○	○	○	○
3. Establish modus operandi (M.O.) of a suspect	○	○	○	○	○
4. Examine dead bodies for wounds and injuries	○	○	○	○	○
5. Inform victims of their rights	○	○	○	○	○
6. Inspect for damage and theft of railroad cargo	○	○	○	○	○
7. Interview complainants, witnesses, etc.	○	○	○	○	○
8. Investigate crimes against persons (assault, robbery, CSC, etc)	○	○	○	○	○
9. Investigate crimes against property (MDOP, burglary, fraud, etc)	○	○	○	○	○
10. Investigate public order crimes (littering, disorderly, riots, etc.)	○	○	○	○	○
11. Investigate regulatory crimes (weapons, controlled substances, etc)	○	○	○	○	○
12. Investigate crimes where the suspect has a family relationship or dating relationship with the victim	○	○	○	○	○
13. Locate witnesses to crimes	○	○	○	○	○

The supervisors' JTA shows the same list of tasks, but instead of how often the tasks are performed, they are asked to rate how serious the tasks are.
The scale reflects the consequences if an officer does not perform the tasks properly, from minimal to disastrous.

	Minimal	Not very serious	Serious	Extremely serious	Disastrous (e.g., loss of life)
1. Answer inquiries regarding the progress of a case	○	○	○	○	○
2. Determine whether incidents are criminal or civil matters	○	○	○	○	○
3. Establish modus operandi (M.O.) of a suspect	○	○	○	○	○
4. Examine dead bodies for wounds and injuries	○	○	○	○	○
5. Inform victims of their rights	○	○	○	○	○